

FOR DISCUSSION PURPOSES ONLY

GENERAL SERVICES ADMINISTRATION

TRANSMITTAL LETTER NO.

Washington 25, D. C.

REGULATIONS OF THE GENERAL SERVICES ADMINISTRATION
TITLE 1, PERSONAL PROPERTY MANAGEMENT

TO: Heads of Federal Agencies

1. Material Transmitted

Attached is revised exhibit 3a of appendix A, Title 1, Personal Property Management, Regulations of the General Services Administration.

2. Nature of Revisions

Exhibit 3a is revised to prescribe Standard Forms 97 and 97A, Certificate of Release of a Motor Vehicle, as a three-part carbon interleaved set instead of separate forms; to prescribe the distribution of each part; and to provide for the form to be signed in accordance with requirements established by the head of the agency selling the vehicle.

3. Page Changes

Remove

Insert

Exhibit 3a, Appendix A
(10-26-61)

Exhibit 3a, Appendix A

4. Supplies of Forms

Supplies of the sets of the September 1961 edition of Standard Forms 97 and 97A will be made available about
from General Services Administration supply depots.

5. Effective Date

This revision shall become effective immediately; however, the separate forms of Standard Forms 97 and 97A will be used until the three-part carbon interleaved sets are made available from General Services Administration supply depots.

Attachment

Exhibit 3a, Appendix A
GSA Reg. 1-V-206.01

INSTRUCTIONS FOR USE OF THE CERTIFICATE
OF
RELEASE OF A MOTOR VEHICLE

Supplies of Standard Form 97 and the copy, Standard Form 97A, are stocked in all General Services Administration supply depots as three-part carbon interleaved sets. Standard Form 97 shall be furnished the purchaser; one copy of Standard Form 97A shall be furnished the holding agency; and one copy of Standard Form 97A shall be furnished the contracting officer of the agency effecting sale of the motor vehicle.

The Certificate of Release of a Motor Vehicle shall be used by all Executive agencies to validate the release of a Government motor vehicle to a purchaser. State motor vehicle regulatory agencies will accept the certificate as evidence of prior Federal Government ownership. All certificates and copies shall be numbered consecutively by the using agency, such numbers to be typed or overprinted on all copies of Standard Forms 97 and 97A in the space provided. Unnumbered certificates or certificates showing erasures and strikeovers will be considered invalid by State motor vehicle agencies and will not be honored.

Persons using the form should be familiar with instructions on the reverse side. In the space captioned "TRANSFEROR", the name and address of the Department, Agency, Subunit, or official accountable for the vehicle shall be typed.

The form shall be signed in accordance with requirements established by the head of the agency selling the vehicle. Proper precautions shall be exercised by heads of agencies to prevent blank copies of Standard Form 97 from being obtained by unauthorized persons.